

# **Elkhorn Catering & Conference Center**

## **Rent A Room & Bring Your Own Food**

### **Party Rental Sunday – Thursday For 3 Hours**

Cheyenne Room \$150.00  
Conifer Room \$150.00  
Colorado Room \$200.00  
Columbine, Elkhorn or Pueblo Room \$150.00  
Colorado & Cheyenne or Conifer Room \$300.00  
Colorado, Cheyenne & Conifer Room \$350.00

### **Party Rental Friday – Saturday For 3 Hours**

Colorado Room \$325.00  
Cheyenne Room \$200.00  
Conifer Room \$200.00  
Columbine, Elkhorn or Pueblo Room \$200.00  
Colorado & Cheyenne or Conifer Room \$500.00  
Colorado, Cheyenne & Conifer Room \$600.00

**Prices include table/chair set-up, tablecloths, and the  
event time of three hours**

**No alcoholic beverages may be brought into the facility, but a cash bar may  
be arranged for \$35.00**

**A refundable \$75.00 cleaning deposit for the room(s) is required for all  
events**

**Elkhorn Catering & Conference Center**

## **Rent A Room & Bring Your Own Food Information & Host Responsibilities**

1. The host understands that the Elkhorn Center is not available to any group or for any event that unlawfully discriminates based on race, color, religion, national origin, ancestry, or sex.
2. The Elkhorn Center will hold a reservation for three business days without a deposit. A non-refundable deposit with this signed document will confirm your reservation. The deposit will be applied toward payment for your event and determined based upon the room or number of rooms rented.
3. Final Payment is due at least three business days prior to the scheduled event. In addition to the room charge, the Final Payment will include the cleaning deposit and, if applicable, the cash bar set-up fee, the charge for use of warming/cooking equipment, the additional fee for table bussing by Elkhorn Center personnel, rental charges for use of Elkhorn Center equipment, and deposits for use of warming/cooking equipment and rental equipment. The final payment may be made with Visa, MasterCard, cash or cashiers' check. No Personal checks are accepted for final payment.
4. A refundable \$75.00 cleaning deposit is required with the final payment. The host is responsible for ensuring that all trash is properly disposed of in trash bags after the event. Elkhorn Center personnel will then be responsible for the disposal of the trash bags.
5. The rental fee allows the host use of the room for three hours; each additional hour will be \$75.00. Hosts must confirm the desired rental time, to include additional hours, at least three business days prior to the event. The host may make arrangements to set-up the room(s) two hours prior to the event at no additional cost.
6. The Host is responsible for ensuring that any food s/he provides at the Elkhorn Center is properly prepared and safe for eating.
7. Upon request, the Elkhorn Center will provide food and beverages for events. Those services will be accomplished through a separate agreement.
8. A cash bar is available for a \$35.00 set-up fee and a minimum purchase amount of \$75.00 per hour. The host is responsible for paying the difference if the \$75.00 minimum hourly purchase is not met. No alcoholic beverages may be brought into the Elkhorn Center.
9. A \$50.00 cost will be charged for the use of warming/cooking equipment in the Elkhorn Center kitchen. The host must ensure that the kitchen equipment is cleaned and restored to its pre-event condition.

## **Elkhorn Catering & Conference Center Rent A Room & Bring Your Own Food Information & Host Responsibilities**

10. When the host contracts for use of the kitchen area, the Elkhorn Center is not responsible for accidents such as slips and burns. It is recommended that patrons wear kitchen-appropriate shoes and clothing.
11. The host is responsible for providing eating utensils (disposable plates, forks, cups, chafers, sternos, serving containers, etc.).
12. The Elkhorn Center requests that rice, birdseed, confetti, glitter, rose petals, food, etc. are not thrown in or around the Elkhorn Center. A \$75.00 clean-up fee will be charged to the host if any of the above remains to be cleaned up by Elkhorn Center personnel.
13. No glue or tape may be used on the walls or wallpaper for hanging decorations or any other item.
14. The host is responsible for any damage to or loss of Elkhorn Center property or rental items occurring during an event.
15. The Elkhorn Center is not responsible for items left in the banquet rooms. The host should remove all personal items immediately after the function.
16. The host may rent Elkhorn Center equipment. Noted below are rental prices for Elkhorn Center utensils and other service-related items. The addition of these items to the contract will be confirmed at least three business days prior to the event. A deposit may be required depending on the types and quantities of items to be rented.

Paper Plates (20 count) \$2.00  
Plastic Cups (20 count) \$3.50  
Disposable Coffee Cups (20 count) \$2.00  
Disposable Bowls (soup size) (20 count) \$1.75  
Plastic forks, spoons or knives (20 Count) \$1.50  
Chafers (includes sterno usage) \$8.00 each  
China Dinner Plates \$ .75 each  
Water Glasses \$.50 each  
China Salad Plates \$.75 each  
Coffee Cups (china) \$.50 each  
Wine Glasses \$.50 each  
China Dessert Plates \$ .60 each  
Silverware (forks, spoons or knives) \$.25 each  
Plastic Tongs/Serving Utensils \$ .50 each  
Silver Tongs/Serving Utensils \$1.50 each  
Salt/Pepper Shakers \$.75 per set  
Extra Tablecloths \$3.00 each

## **Elkhorn Catering & Conference Center**

### **Rent A Room & Bring Your Own Food**

### **Information & Host Responsibilities**

Cloth Napkins \$.75 each  
White Paper Cocktail Napkins (20 Count) \$2.00  
Table Skirting \$5.00 each  
Plastic Water Pitcher \$.75 each  
Silver Water Pitcher \$1.50 each  
Thermal Coffee Pitcher \$1.00 each

Large Coffee Urn w/sterno \$5.00  
Glass Punch Bowl \$7.00 each  
Sound System (for during dinner background music only, not to be substituted for D.J. entertainment) \$25.00  
LCD Projector \$35.00  
Overhead Projector \$25.00  
Microphone & Podium \$25.00

17. When renting china/glassware, it is the responsibility of the host to place the dirty dishes and glasses in bussing tubs and glass racks provided by the Elkhorn Center. The Elkhorn personnel will then wash these items. For an additional fee, Elkhorn Center personnel will bus tables following the event. The Elkhorn Center Manager will determine the appropriate fee based upon the amount of service required.

18. Settlement of all deposits and cash bar minimums will be accomplished at the Elkhorn Center catering office no earlier than the second and no later than the fifth business day following the event. The host is responsible for reimbursing the Elkhorn Center for any and all damages and losses incurred by the host's event, even if those costs exceed the respective deposit(s).

For information on other rentals, please contact the catering office at 576-6646.

I have read and understand the above terms and agree to be bound by them.

---

Signature

---

Name of Host (Print) & Date